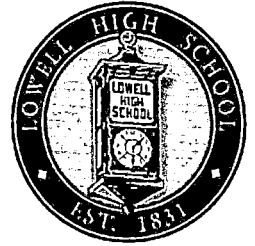


## LOWELL PUBLIC SCHOOLS

*Lowell High School  
50 Fr. Morissette Blvd  
Lowell, Massachusetts 01852-1050*



*Michael Fiato  
Head of Schools*

*Tel. (978) 937-8900  
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Email: [mbusteed@lowell.k12.ma.us](mailto:mbusteed@lowell.k12.ma.us)*

January 21, 2022

Dear Dr. Joel Boyd

Mr. Lezenski is requesting permission for the Lowell High School Baseball team, under the supervision of Coach Dan Graham, to travel to an out of state athletic event, including an overnight stay.

Varsity Baseball is requesting permission to attend a conference game with Central Catholic H.S. in Cooperstown, New York on Saturday April 30, 2022 and Sunday May 1, 2022. The National Baseball Hall of Fame, located in Cooperstown, New York allows baseball teams to apply for playing permits at historic Doubleday Field. Doubleday Field is where the "national pastime" was invented and one block from the Baseball Hall of Fame. This opportunity would allow Lowell High School student – athletes to visit the National Baseball Hall of Fame as well as play a game on the same field as some of baseball's greatest players. This experience would provide a tremendous opportunity for out student-athletes.

The cost of the trip will include:

MBT Worldwide (Transportation):	\$2,750.00
Railroad Inn, 24 Railroad Ave., Cooperstown, NY (overnight accommodations):	\$1,400.00
Meals:	\$1,000.00
Field Permit:	\$250.00
Umpires:	\$100.00
Total Cost:	\$5,500.00

All costs will be paid through the Lowell High School Baseball Parent Boosters, there is no money requested from the Lowell Public School department. Travel will be provided by MBT Worldwide with written parental permission.

Head Coach Dan Graham, assistant coaches: Mark Rurak, Sean Riley, and Nick Rand will supervise this trip. All members will comply with COVID protocols to ensure everyone's health and safety.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Fiato".

Michael Fiato

REQUEST FOR PROFESSIONAL DAY(S) TO ATTEND A  
WORKSHOP/CONFERENCE/FIELD TRIP/ACTIVITY

**ALLOW 4 WEEKS FOR PROCESSING**

(6 WEEKS IF SCHOOL COMMITTEE APPROVAL IS NEEDED)

~Please fill out all provided fields to avoid any delays of the approval process~

**REMIT TO: CURRICULUM OFFICE**

Name of Staff Member: Danny Graham + \_\_\_\_\_

School Lowell H.S. Grade Level: 9-12 Subject: Baseball Coach

Workshop Title: Baseball game

Organization/Department Presenting Workshop: \_\_\_\_\_ Cost: \_\_\_\_\_

Date(s) of Workshop: \_\_\_\_\_

Substitute Coverage Needed? ☐ No ☐ Yes (Please circle one)

If Para is to serve as the coverage, indicate Para's name here: \_\_\_\_\_

In State ( )

\*Out of State ( )

\*Overnight ( )

(Please ☒ one)

\*\* Letter to the Superintendent of Out of State/Overnight attached \*\*

Signature of Applicant: Daniel Date: 1-21-22

Signature of Approval by Principal: [Signature] Date: [Signature]

**\*\*Please provide source of funding, account number and/or grant name, and number for workshop and substitute\*\***

<u>Funding Source</u>	<u>Workshop</u>	<u>Substitute</u>	<u>Initials of Approval Department</u>
Title I School	N/A		
Title I District			
Individual School Fund #			
Professional Development District			
SPED			
Other Grants/Programs (Provide Grant/Program Name & No.)			

Signature of Central Administrator: [Signature] Date: 2/9/22

Sub Reserved: \_\_\_\_\_ Date: \_\_\_\_\_

Request Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

\*A letter to the Superintendent for all out-of-state or overnight activities is required at the time the Lilac Form is submitted and the "completed package" is to be sent to the Lowell Teacher Academy for processing.

LHS Field Trip Request Form  
(Must be turned in 4 weeks in advance)

A trip is considered an official Lowell High School Field Trip when it is connected to any LHS class, student activity, club, sport or special program whether they occur on a school day or on a weekend.

Name of Staff Member making the request: Danny Graham Date of Request: 1-21-2022

Class or group attending: LHS Baseball Description of field trip and how it relates to the curriculum:

We will travel to Cooperstown NY to visit the Baseball HOF & play a conference game in Historic Double Day Field. All free of charge to our student-athletes

Date of Trip: 4-30-22 Time of Departure: 10 am Time of Return: 5-1-22 in state X out of state

No. of Students: 20 No. of Chaperones: 5 Type and number of vehicles: 1 coach bus Approx. Mileage: 350 round trip

There should be at least one chaperone for every 20 students. Names and cell-phone numbers for chaperones:

Dan Graham 978-337-8906 Sean Riley 650-922-6348 Kyle Swenson  
Mark Rurak 978-761-2616 Nick Rand 845-901-4745 978-942-0310

No. of substitutes requested 0 Coverage is needed for Full Day (OR) Specific Periods (list) \_\_\_\_\_

Charges to Student (per person)	Charges to School Department (per person)	Covered by other Funding (specify grant or other source)
Transportation: <u>Ø</u>	<u>Ø</u>	<u>\$ 2,750</u>
Entry Fees: <u> </u>	<u> </u>	<u>\$ 250</u>
Meals: <u> </u>	<u> </u>	<u>\$ 500</u>
Other: _____	_____	<u>\$ 1,400</u>

\$ already raised thru fundraiser

Please list any previous field trips you have taken this school year by date and description:

NA

You are required to meet the following conditions:

- Obtain parental and teacher permission
- Provide a list to Data Processing of students attending (48 hours prior to the field trip)
- Meet all requirements of the field trip site you are going to
- File a post-trip report to your department chair and the Head of School if requested
- Ensure that students have a post-field trip instructional follow-up if the field trip is classroom-based and academic in nature
- Arrange for students to be returned to LHS or home

Reviewed by Department Chair: \_\_\_\_\_

Date: 1/28/2022

Approved by Head of School: \_\_\_\_\_

Date: \_\_\_\_\_

Lowell Public Schools:  
OVERNIGHT FIELD TRIP CHECKLIST

The School Committee recognizes that first-hand learning experiences provided by field trips are a most effective and worthwhile means of learning. It is the desire of the Committee to encourage field trips as an integral part of the program of the schools:

Specific guidelines and appropriate administrative procedures shall be developed to screen, approve and evaluate trips and to ensure that all reasonable steps are taken for the safety of the participants. These guidelines and appropriate administrative procedures shall ensure that all field trips have the approval of the Head of School and that all overnight trips have the prior approval of appropriate Administrative level.

Approval of the School Committee must be granted prior to money being collected, arrangements being made, or parental consent being issued for all overnight field trips.

The following guidelines are set to implement the planning of field trips as part of, and directly related to, classroom learning activities. All guidelines must be included in the request.

- ✓  
\_\_\_\_\_ The application for approval for an overnight field trip which requires students to miss a day or more of school must include written justification from the teacher proposing the trip. *NO SCHOOL MISSED*
- ✓  
\_\_\_\_\_ The application for approval for an overnight field trip which requires students to miss a day or more of school must include a written statement of the learning standards the trip will address. *NO SCHOOL MISSED*
- ✓  
\_\_\_\_\_ The application for approval for an overnight field trip must include an itemization of all costs associated with the trip and the funding source.
- ✓  
\_\_\_\_\_ All proposed field trips must have the approval of the school building administrator.
- ✓  
\_\_\_\_\_ All day trips must be within budgetary allotments for such purpose and be approved by the superintendent. Any trip, for which there is no budget allotment, must have advance approval of the School Committee. *FRIEND OF LOWELL HIGH*
- ✓  
\_\_\_\_\_ Each student who goes on a field trip must have written parental permission.
- ✓  
\_\_\_\_\_ Enough supervision must be provided so that discipline on the trip is effective.
- ✓  
\_\_\_\_\_ All trips must be well planned, properly timed, and related to regular learning activities.
- ✓  
\_\_\_\_\_ All Chaperones/other adults MUST be coried. Please list chaperones that are attending:  
\_\_\_\_\_

Signature of Head of School: \_\_\_\_\_

Date: *1/29/22*

Signature of Central Administrator: \_\_\_\_\_

Date: *2/9/22*